

DD/S 68-5830

Approved For Release 2002/05/01 : CIA-RDP83B0082R000100150020-9

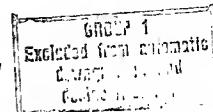
SECRET

MEMORANDUM FOR : Director of Security

SUBJECT : CIA Investigative and Polygraph
Program

1. With the publication of Federal Personnel Manual Letter 736, the Chairman, Civil Service Commission, announced a set of Government-wide standards applicable to the conduct of full field investigations and the use of the polygraph in the competitive service and expressed the hope that equivalent standards would be adopted by agencies in the excepted service.
2. Your Office is requested to establish written criteria for polygraph and investigations which will ensure an effective personnel security program but still guarantee to the extent possible our applicants and employees the same protection against invasion of privacy as provided members of the competitive service.
3. Further, you are to ensure that the part of the polygraph program supporting the Clandestine Services guarantees such rights against invasion of privacy as operational considerations may permit.
4. Accordingly, I look to you as the officer responsible to undertake a detailed review of the polygraph and investigative programs of the Agency and to revise them where necessary to comply with the spirit of the CSC letter. This is to be followed by the preparation of regulations, directives, or other regulatory material necessary to record Agency policy on each of the topics on which the CSC requires directives in the competitive service.

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5. I shall look to the Executive Director-Comptroller to serve as the high-level official charged with monitoring of polygraph operations and investigations to prevent abuses or unwarranted invasions of privacy and to report to me at least once a year on this matter.

Richard Helms
Director

SECRET

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USE ONLY CONFIDENTIAL SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CIA Investigative and Polygraph Program

FROM:			EXTENSION	NO.
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Director of Security Room 4E-60				
2.				
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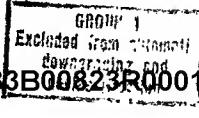
SECRET

25 NOV 1968

MEMORANDUM FOR: Director of Central Intelligence
THROUGH : Deputy Director for support
SUBJECT : Federal Personnel Manual System
Letter No. 736

1. This memorandum suggests action on the part of the DCI; this action is contained in paragraph 6.
2. The Chairman of the Civil Service Commission recently issued uniform minimum criteria under Federal Personnel Manual System Letter No. 736 to be used by all agencies which conduct full field investigations of employees and applicants for appointment to critical-sensitive positions in the competitive service.
3. There has been a substantial degree of uniformity in the past, but this is the first time Government-wide standards have been issued. The criteria also includes the use of the polygraph relative to agencies and parts of agencies which have intelligence or counterintelligence missions directly affecting the national security and approaching in sensitivity the mission of CIA.
4. Although the Agency has been specifically exempted from the manual, it is the desire of the Agency, as in the past, to follow the Civil Service Commission procedures as closely as possible.
5. We feel that the first step in implementing this policy which is substantially directed against the invasion of privacy is a memorandum, such as the attached, from you to the Director of Security outlining your concerns.

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6. Accordingly, it is recommended that the attached memorandum be approved with your signature.



25X1A

Howard J. Osborn
Director of Security

Att

CONCURRENCES:

R. L. Bannerman
Deputy Director
for Support

Date

L. K. White
Executive Director-Comptroller

Date

The recommendation contained in paragraph 6 is approved.

Richard Helms
Director

Date

Distribution:

Orig. - Return to OS
1 - DDCI
1 - ER
2 - DDS
1 - D/Security
1 - EPD
1 - Chrono

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SA/EPD/OS/[redacted]/tb (18 Nov 68, x5961)

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	C/EPD	11/18/68	P
2	C/Executive Staff	22 NOV 1968	R.S.
3	DD/IOS	22 NOV 1968	J.P.W.
4	DD/PS	11/18	W.G.P.
5	D/Security	25 NOV 1968	SJ
6	100/Sec	11/26	EJ
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	5	SIGNATURE

Remarks:

25X1A

RE TO RETURN TO SENDER		
ADDRESS AND PHONE NO.		DATE
SA/EPD, 4E38, x5961		11/15/68

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SECRET

SECRET

7 November 1968

MEMORANDUM FOR: Chief, Executive & Planning Division

ATTENTION :

[REDACTED]

25X1

SUBJECT :

CIA Investigative and Polygraph Program

In reply to your request for coordination on your draft of 6 November 1968, subject as above, it is recommended that paragraphs 2 and 3 be rephrased as follows:

Paragraph 2:

Your office is requested to establish written criteria for polygraph and investigations which will insure an effective personnel security program but still guarantee our applicants and employees the same protection against invasion of privacy as provided members of the competitive service.

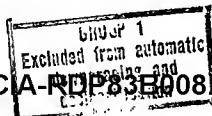
Paragraph 3:

Further, you are to insure that the part of the polygraph program supporting the Clandestine Services guarantees such rights against invasion of privacy as operational considerations may permit.

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[REDACTED]

Assistant Deputy Director of Security
for Personnel Security



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6 November 1968

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[Redacted]

My assignment was to revise the attached draft of 29 October 1968 to make it include the Investigative Program as well as the Polygraph Program; also to correct some of the awkward sentence structures.

This effort is the draft of 6 November 1968 which I have been directed to coordinate with you and [Redacted]. Ed has seen the 6 November 1968 draft and approves of it as it now stands.

Your coordination is now required in light of the DD/PS interest vis-a-vis the polygraph portion of the draft.

25X1

25X1

6 November 1968

MEMORANDUM FOR: Director of Security

SUBJECT : CIA Investigative and Polygraph Program

1. With the publication of Federal Personnel Manual Letter 736,
the Chairman, Civil Service Commission announced a set of standards
applicable to the conduct of full field investigations and the use of the
polygraph in the competitive service and expressed the hope that equivalent
standards would be adopted by agencies in the excepted service.

2. Your office is requested to establish written ~~standards for~~ ^{CRITERIA}
polygraph and investigations which will ~~circumscribe~~ ^{serve to underwrite} an effective personnel
security program guaranteeing the same fairness and respect for our ap-
plicants, staff and contract employees as are guaranteed to members of
the competitive service.

3. Further, you are to assure that the part of the polygraph
program supporting the Clandestine Services be as thoroughly prescribed
in official memoranda and directives as operational matters permit.

4. Accordingly, I look to you as the officer responsible to undertake
a detailed review of the polygraph and investigative programs of the Agency ~~and~~
^{THEM} to revise the program where necessary to comply with the spirit of the CSC

THIS IS TO BE followed by the PREPARATION OF
letter, ^A and to prepare the regulations, directives, or other regulatory
material necessary to record Agency policy on each of the topics on
which the CSC requires directives in the competitive service.

5. I shall look to the Executive Director-Comptroller to serve
as the high-level official charged with monitoring of polygraph operations
and investigations to prevent abuses or unwarranted invasions of privacy
and to report to me at least once a year on this matter.

Richard Helms
Director

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	C/EPD	11/6	R
2	25X1A	11/6	S
3	ADD/IOS		
4	ADD/PS		
5	25X1A		
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

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FROM: NAME, ADDRESS AND PHONE NO.

DATE

Executive Officer

10/31/68

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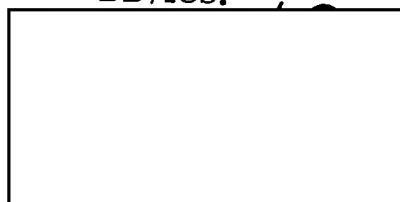
31 October 1968

MEMORANDUM FOR : Chief, EPD

SUBJECT : Federal Personnel Manual System
Letter No. 736 (Use of Polygraph)

1. Mr. Howard Osborn brought this paper in and stated that the idea of a letter from the DCI to the Director of Security concerning subject was an excellent idea. He pointed out, however, that the basic document, that is, Federal Personnel Manual System Letter No. 736, covered more than the use of the polygraph. It also included the scope and coverage of field investigations.

2. It is requested that a copy of the basic letter be reviewed and the proposed memorandum from the DCI expanded to include the coverage of investigations as well as the use of the polygraph. The proposed memorandum from the DCI should be coordinated with the DD/PS and the DD/IOS.



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30 October 1968

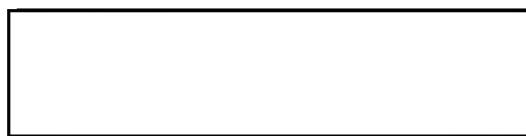
MEMORANDUM FOR: Director of Security

SUBJECT : Federal Personnel Manual System Letter
No. 736 (Use of Polygraph)

1. Although the Agency has been specifically exempted from the manual, I understand it is the desire of the Agency to follow the Civil Service Commission procedures as closely as possible. At the present time, we are following the procedures closely but the letter does call for the preparation of certain regulations and directives to cover these procedures.

2. I believe that the first thing to start to implement this letter should be a memorandum such as the attached from the Director to you. Whether the Executive Director - Comptroller or the Deputy Director for Support should be the individual charged with monitoring the program is subject to question.

3. Upon receipt of this memorandum we would then put into effect whatever changes are necessary and reduce our procedures to regulations and directives. The main advantage would be that the writing of the regulations and directives would be under our control and would encounter less coordination problems than if we were to attempt to make this a "package deal".

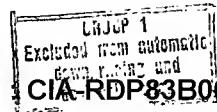


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Deputy Director of Security
for Personnel Security

Att

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4. Accordingly, I look to you as the officer responsible to undertake a detailed review of the polygraph program of the Agency, to revise the program where necessary to comply with the spirit of the CSC letter, and to prepare the Regulations, directives, or other regulatory material necessary to record Agency policy on each of the topics on which the CSC requires directives in the competitive service.

5. I shall look to the Executive Director-Comptroller to serve as the high-level official charged with monitoring of polygraph operations ^{AND INVESTIGATIONS} to prevent abuses or unwarranted invasions of privacy and to report to me ^{AT LEAST} ~~no less frequently than~~ once a year on this matter.

Richard Helms
Director

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ATT.

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Approved For Release 2002/05/01 : CIA

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Security	31 OCT 1968	
2	DD/Security		
3	DD/PS		
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Para 3 as it stands might present a problem.
The omission of the investigative program relative to DD/P operations might raise questions in the minds of some readers of the memo. We, of course, cannot include that phrase in para 2.

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FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

DD/PS

10/30/68

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MEMORANDUM FOR: Director of Security

SUBJECT : CIA Investigative and Polygraph
Program

1. With the publication of Federal Personnel Manual Letter 736, the Chairman, Civil Service Commission, announced a set of Government-wide standards applicable to the conduct of full field investigations and the use of the polygraph in the competitive service and expressed the hope that equivalent standards would be adopted by agencies in the excepted service.

2. Your Office is requested to establish written criteria for polygraph and investigations which will ensure an effective personnel security program but still guarantee ~~to the excepted service~~ applicants and employees the same protection against invasion of privacy as provided members of the competitive service.

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4. Accordingly, I look to you as the officer responsible to undertake a detailed review of the polygraph and investigative programs of the Agency and to revise them where necessary to comply with the spirit of the CSC letter. This is to be followed by the preparation of regulations, directives, or other regulatory material necessary to record Agency policy on each of the topics on which the CSC requires directives in the competitive service.

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